



2015–2016 Dropout Report (2014–2015 School Year Data)

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Division of Assessment and Design Implementation

Agenda

- ▶ We will cover the submission of the 2015–2016 Dropout Data Collection for the 2014–2015 School year.
 - How to run the state dropout report in Infinite Campus
 - SDRR Dropout preview
 - Contact Information

Reminders

- ▶ As was the case last year, there is no longer a Nonacademic Report (Dropout, Retention and Transition to Adult Life). Three separate reports for this data have been created. This document details submission for Dropout data only. Contact information for Retention and Transition data can be found on the last slide in this presentation.
- ▶ Districts review their dropout data through the Infinite Campus (IC) State Dropout Report. After the due date of November 1, the preliminary dropout data will be loaded to the Student Data Review and Rosters (SDRR) application for final data review. Requested data exceptions, such as a change of accountability to state, will be handled through SDRR change requests.

Running Dropout Report

Infinite Campus | District Edition

Year **15-16** School **All Schools**

Index Search Help < **Dropout Report**

Behavior
Health
Attendance
Scheduling
Fees
Grading & Standards
Medicaid
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Ad Hoc Reporting
User Communication
Assessment
System Administration
FRAM
Messenger
Surveys
KY State Reporting
Edit Reports
KDE Reports
Calendar Report
Dropout Report

The Dropout Report produces a list of students who are considered Dropouts under State guidelines. When a calendar is selected, the report pulls Regular dropouts from the prior school year (the Minus One Year) and calculates Summer dropouts using both the Minus One Year and the Minus Two Year. For example, if the 15-16 calendar is selected, the report pulls Regular Dropouts entirely from the Minus One Year: 14-15. In this scenario, Summer Dropouts will be pulled from data 13-14 (-2 Year) and 14-15.

Note: The Dropout Report communicates with the State database to provide accurate reporting. Please allow for additional response time when generating this report. The report can only be run in batch mode to allow District-State communication.

Extract Options
Format: **State Format (CSV)**
☐ Select All
Submit to Batch

Select Calendar
Which calendar(s) would you like to include in the report?
☒ **active year** ☐ previous year

15-16
15-16 Adair County District Of
15-16 Adair County Elementary
15-16 Adair County High School
15-16 Adair County Middle Scho
15-16 Adair County Primary Cen
15-16 Adair Youth Development

- Choose KY State Reporting, Dropout Report
- Year at top left set to 15-16
- Select Calendar– Leave set to Active Year. This will pull the 14-15 school year data.
- Choose schools (can click on all or multiple schools by clicking on alt plus school)
- Submit to Batch



Dropout Report, Submit to Batch

Extract Options

Format: State Format (CSV) ▾

☐ Select All

Submit to Batch

Select Calendar

Which calendar(s) would you like to include in the report?

☒ active year ☐ previous year

15-16

- 15-16 Adair County District C
- 15-16 Adair County Elementa
- 15-16 Adair County High Sch
- 15-16 Adair County Middle S
- 15-16 Adair County Primary
- 15-16 Adair Youth Developm

Batch Queue Reporting Options

Select Batch Queue Options

☐ High Priority

☐ Keep Until I Delete

Start Date/Time

07/08/2015 9:24 AM

July 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Dropout Report, Submit to Batch cont.

Extract Options

Format: State Format (CSV) ▼

☐ Select All

Select Calendar

Which calendar(s) would you like to include in the report?

☒ active year ☐ previous year

15-16

- 15-16 Adair County District Of
- 15-16 Adair County Elementary
- 15-16 Adair County High School
- 15-16 Adair County Middle Scho
- 15-16 Adair County Primary Cen
- 15-16 Adair Youth Development

Success ✕

Your request will be put in the queue, you will receive notification in process inbox when the report is completed.

Batch queue- Download File

The screenshot displays the 'Batch Queue Admin' interface. On the left is a navigation menu with options like System Administration, Auditing, Batch Queue, and KY State Reporting. The main area is divided into two sections: a 'Batch Queue List' at the top and a 'Batch Queue Detail' at the bottom. The 'Batch Queue List' shows a table of reports with columns for Queued Time, Report Title, Username, Status, Start Time, End Time, and Download. The 'Batch Queue Detail' section provides a closer look at a specific report, including its title, status, times, and file information. A red arrow points to the file name '14-15_001_dropout.csv' in the download list at the bottom.

Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
07/08/2015 09:51:54 AM	Dropout Report	tina.logan@education.ky.gov	Completed	07/08/2015 09:52:17 AM	07/08/2015 09:52:34 AM	Get the report
07/08/2015 08:23:58 AM	Dropout Report	Adair County	Queued			
07/08/2015 08:23:58 AM	Transition Report	Whitley County	Completed	07/08/2015 08:24:15 AM	07/08/2015 08:24:34 AM	Get the report
07/08/2015 08:45:00 AM	Transition Report	Wiley Whitaker@education.ky.gov	Completed	07/08/2015 08:45:15 AM	07/08/2015 08:55:08 AM	Get the report
07/08/2015 08:44:52 AM	Transition Report	Wiley Whitaker@education.ky.gov	Completed	07/08/2015 08:45:15 AM	07/08/2015 08:55:08 AM	Get the report
07/07/2015 12:58:05 PM	Transition Report	Trigg County	Completed	07/07/2015 12:58:31 PM	07/07/2015 12:58:38 PM	Get the report
07/07/2015 12:12:13 PM	Transition Report	Christian County	Completed	07/07/2015 12:13:08 PM	07/07/2015 12:13:08 PM	Get the report
07/07/2015 10:20:48 AM	Dropout Report	Glasgow Independent	Completed	07/07/2015 10:25:59 AM	07/07/2015 10:26:24 AM	Get the report
07/07/2015 09:45:58 AM	Dropout Report	Carlisle County	Completed	07/07/2015 09:45:58 AM	07/07/2015 09:45:58 AM	Get the report

Batch Queue Detail

Report Title: Dropout Report Status: Completed [Get the report](#)

Queued Time: 07/08/2015 09:51:54 AM Start Time: 07/08/2015 09:52:17 AM End Time: 07/08/2015 09:52:34 AM

*Scheduled Time: 07/08/2015 08:52 AM High Priority: ☐

Expires After: No Expiration Configured Never Expires: ☐

File Name: 14-15_001_dropout.csv Content Type: application/csv User Name: tina.logan@educ...

14-15_001_dropout.csv

You will find the status under System Administration, Batch Queue, Batch Queue Admin

Dropout Report– Batch Queue

User: tina.logan@education.ky.gov
Person: Logan, Tina


Admin Queue History

Refresh Save Delete Delete All Cancel All Restart All Cancelled

Show top 50 tasks submitted between 07/01/2015 and 07/08/2015

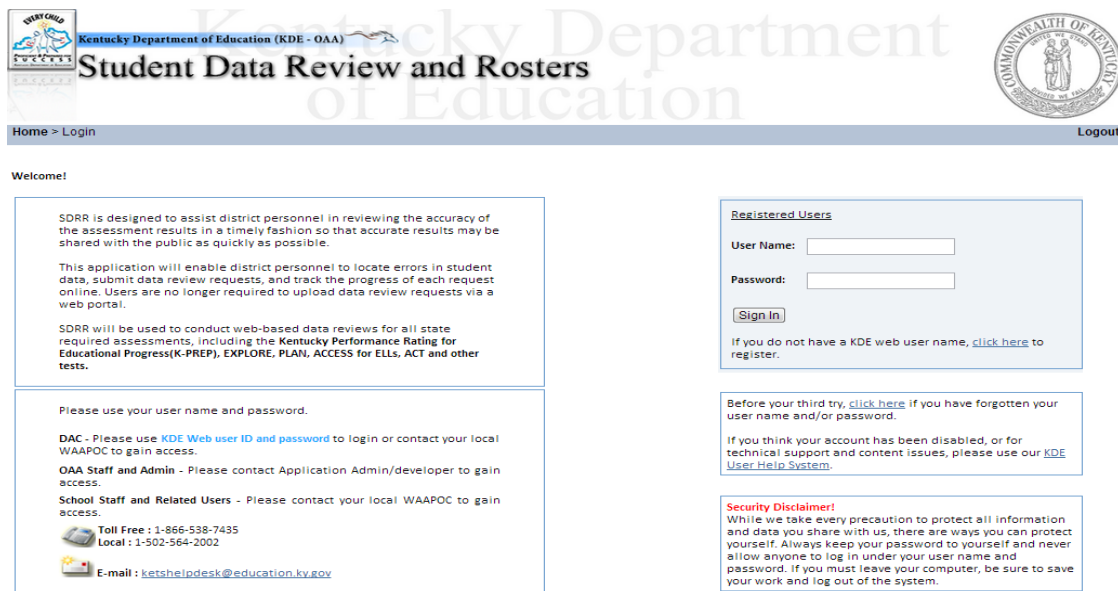
Batch Queue List

Queued Time	Report Title	Username	Status	Start Time	End Time	Download
07/08/2015 09:51:54 AM	Dropout Report	tina.logan@education.ky.gov	Completed	07/08/2015 09:52:17 AM	07/08/2015 09:52:34 AM	Get the repc



- Refresh report until Status says Completed (Status will go from queued to processing to completed when done).
- Once report is ready, click Get the Report to download your file for review under the Download column.

Dropout Review– SDRR



The screenshot shows the KDE SDRR login page. At the top, there is a header with the KDE logo, the text "Kentucky Department of Education (KDE - OAA)", and the title "Student Data Review and Rosters". To the right is the Kentucky State Seal. Below the header is a navigation bar with "Home > Login" and a "Logout" link. The main content area is divided into two columns. The left column contains a welcome message and information about the SDRR application, including its purpose and contact information for various user groups. The right column contains a login form with fields for "User Name" and "Password", a "Sign In" button, and links for "Registered Users" and "Forgot your password?". Below the login form is a "Security Disclaimer" section.

Home > Login Logout

Welcome!

SDRR is designed to assist district personnel in reviewing the accuracy of the assessment results in a timely fashion so that accurate results may be shared with the public as quickly as possible.

This application will enable district personnel to locate errors in student data, submit data review requests, and track the progress of each request online. Users are no longer required to upload data review requests via a web portal.

SDRR will be used to conduct web-based data reviews for all state required assessments, including the Kentucky Performance Rating for Educational Progress(K-PREP), EXPLORE, PLAN, ACCESS for ELLs, ACT and other tests.

Please use your user name and password.

DAC - Please use [KDE Web user ID and password](#) to login or contact your local WAAPOC to gain access.

OAA Staff and Admin - Please contact Application Admin/developer to gain access.

School Staff and Related Users - Please contact your local WAAPOC to gain access.

Toll Free : 1-866-538-7435
Local : 1-502-564-2002

E-mail : keshelpdesk@education.ky.gov

[Registered Users](#)

User Name:

Password:

[Sign In](#)

If you do not have a KDE web user name, [click here](#) to register.

Before your third try, [click here](#) if you have forgotten your user name and/or password.

If you think your account has been disabled, or for technical support and content issues, please use our [KDE User Help System](#).

Security Disclaimer!
While we take every precaution to protect all information and data you share with us, there are ways you can protect yourself. Always keep your password to yourself and never allow anyone to log in under your user name and password. If you must leave your computer, be sure to save your work and log out of the system.

After November 1, preliminary data will be loaded to SDRR for review.





Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



Logged in as: [FieldTester] -- Logout

Data Review Status: CLOSED Student Listing Change Listing Transfers Listing Download Go to Data Review	Rosters Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Rosters	Cohort Status: OPEN Student Listing Change Listing Download Go to Cohort	Access Status: OPEN Student Listing Change Listing Transfers Listing Download Go to Access	CCR Scores Status: OPEN Student Listing Change Listing Download Go to CCR
Dropout Status: OPEN Student Listing Change Listing Download Go to Dropout				










Dropout

This module is the location for cleaning up student accountability and demographic data. It is used ONLY during specific Dropout Data Review periods.

[Jump to Top](#)

From : 7/28/2014 9:00:00 AM EDT To : 7/31/2016 5:00:00 PM EDT

SDRR Tasks	Quick Links	Changes
<input type="checkbox"/> Verify each student is a dropout (W12, W23, W24, W25 or W28). For regular dropouts (dropped out during the 2013-14 school year), if the student had a substantiated enrollment in a homeschool (W20), nonpublic school (W21) or out of state (W29), change the end status in your local edition of Infinite Campus (IC). If this applies to a summer dropout (did not return to the 2013-14 school year after summer), add a 2013-14 NS enrollment with one of the three end statuses listed above. Changes in IC will not be reflected in SDRR during the data review period.	Dropout Student Listing * Dropout	 Total : 31
<input type="checkbox"/> Verify demographics (Gender, Race/Ethnicity, Lunch, IEP, LEP). If in error, make the correction in your local edition of Infinite Campus as well as enter a change request in SDRR. Demographic changes will be automatically approved.	Dropout Change Listing	 New : 1
<input type="checkbox"/> Verify accountable school. If accountability is set to a non-A1 school, you can change accountability on the enrollment screen in your local edition of Infinite Campus. If student is court ordered or dropped out in less than 30 days, submit a change request in SDRR for state accountability. Accountability cannot be tracked from an A1 school to another A1 school.	Download - Dropout	 Updated - Need Info : 0
<input type="checkbox"/> Review Dropout Change Listing in SDRR, noting any Denied or Updated changes for possible further action.		 Denied : 2
<input type="checkbox"/> Update any student changes that are marked as Updated by OAA staff, to provide the information requested.		 Closed : 0
		 Approved : 28
		 Pending OAA Approval : 0
		[All Tests] ▼

SDRR– Student listing



Kentucky Department of Education (KDE - OAA)

Student Data Review and Rosters



Home > Dropout Student Listing

Logged in as: [betatester] -- Logout

Dropout Student Listing

2 rows returned

Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Dropout Location School	Non Part	Lunch	IEP	EL/LEP	Dropout Type	End Status
[REDACTED]	12	[REDACTED]	08/23/1	M	Hisp: No Race: W	[REDACTED] County High School	[REDACTED] County High School	LOCKED	Paid	No	No	Summer	CO1
[REDACTED]	12	[REDACTED]	01/27/	M	Hisp: No Race: W	[REDACTED] County High School	[REDACTED] County High School	-	Paid	No	No	Summer	CO1



Dropout IC Report and SDRR Documentation

- ▶ When the updated Dropout guidelines and the SDRR User manual are posted, District Assessment Coordinators will be notified in the Monday DAC Email.
- ▶ Districts typically start reviewing the Dropout data between October 1st and October 31st through the IC State Dropout Report. Preliminary Dropout Data will be pulled after the November 1st deadline and viewable through SDRR. Data will be available for review and ticket submission for 10 days prior to final data is extracted from IC State.

Contact Information

▶ Dropout Report

- Tina Logan: tina.logan@education.ky.gov, (502) 564-9853 ext. 4740 or via Lync
- David Curd: david.curd@education.ky.gov, (502) 564-9853 ext. 4744 or via Lync

▶ Retention Report

- Windy Newton with the Division of Student Success at (502) 564-4772 or via Lync

▶ Transition Report

- Kiley Whitaker with the Division of Technical Schools and Federal Programs at (502) 564-3472



ANY
QUESTIONS
?